

Quality Tools to Use When Working with Data and Information Analysis

I. Data Questions

For review of data or information that is already collected (adapted from Edie Holcomb)

- A. What question/s are we trying to answer with the data?
- B. What does the data/information tell us?
- C. What does the data/information not tell us?
- D. What is there cause to celebrate?
- E. What is the need for improvement?
- F. What are our next steps?

II. DuFour Questions

For review of instructional issues/curriculum (adapted from the DuFours)

- A. What do the students need to learn or be able to do? (curriculum)
- B. How will they learn it? (instruction)
- C. How will we know they know it? (assessment)
- D. What will we do if they do not learn it? (safety nets; intervention)
- E. What will we do if they already know it? (enrichment)

III. PIA or PDSA

For review and improvement of processes P.I.A. from Data Wise

A. Prepare

- 1. Organize for Collaborative Work- Who needs to be at the table?
- 2. Build Literacy on the topic (what is the best practice; research; requirement)

B. Inquire

- 3. Create Data Overview (what data/information do you need?)
- 4. Dig into the data (use data questions from above and root cause)
- 5. Examine the current practice

C. Act

- 6. Develop Action Plan (strategy, who is responsible, when, how will you report, how will you communicate)
- 7. Plan to Assess Progress (what will your measure be and when will you report and to whom)
- 8. Act and Assess

Return to Step 3 above

IV. The 7 Categories of a High Performing System

For determining effectiveness of a system (linkage chart/PIA)

- A. Leadership
- B. Strategic Planning
- C. Customer/Stakeholder Focus
- D. Knowledge and Information Management
- E. Student/Workforce Focus
- F. Processes
- G. Results